

JOB DESCRIPTION

JOB TITLE: Information Manager

GRADE: 18

JOB CODE: 1418

DATE: 3/23/2000

GENERAL FUNCTION: Under general administrative direction, analyzes and advises on selection and purchase of computer hardware and software, setup of computer equipment, communication equipment and software, staff training and maintenance of district computer equipment and systems; perform related duties as required

CHARACTERISTIC DUTIES AND RESPONSIBILITIES Essential:

1. Provides consultation and assistance, assesses agency needs and develops plans for the use, selection, and purchase of computer and communication hardware and software.
2. Responsible for administering districts' computer network.
3. Works with agency departments to assist with troubleshooting and implementing new computer applications and upgrades.
4. Maintains the integrity of the network and responds to and answer questions from users.
5. Responsible for maintaining network in proper order including server disk space monitoring, network diagnostics and troubleshooting, network planning and streamlining.
6. Responsible for planning and implementing a system backup and recovery program for the central database and departmental systems.
7. Trains health department staff on use of computer and communication information systems.
8. Sets up and maintains components of computer and communication system hardware and software agency-wide.
9. Maintains internet access, web page design and develops a web site marketing plan.
10. Reviews technical literature, attends meetings and training opportunities, and keeps up-to-date on scientific, educational, and medical developments related to information systems technology and the use of that technology.
11. Provides consultation and assistance for state computer system.
12. Provides consultation and assistance for maintaining all PC hardware.
13. Supervises: Assigned Staff

Special Knowledge. Skills and Abilities:

Knowledge

1. Knowledge in theory, principles and practices of computer operations, networking, communications, computer hardware and software.
2. Knowledge of communications servers and the Internet.
3. Basic knowledge of public health goals and objectives.
4. Knowledge of health department policies and procedures.

Skills

1. Excellent oral and written communication skills.
2. Organizational skills.
3. Excellent computer hardware and software skills.

Abilities:

1. Ability to communicate effectively, orally and in writing.
2. Ability to organize information and present it in a logical way.
3. Ability to establish and maintain effective working relationships with other agencies, District officers and employees, and the public.
4. Ability to perform statistical tests, analyze and present results.
5. Ability to use advanced computer and communication software.

JOB TITLE: Information Manager (cont'd)

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ADDITIONAL INFORMATION

Instructions: Instructions are general; must use independent judgment much of the time

Processes: Frequently requires refinement of existing work methods and development of new techniques, concepts, or programs within established limits or policies.

Review of Work: Work is reviewed through oral and written reports.

Analytical Requirements: Assignments frequently involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts are predominantly required.

Physical Requirements of the Job: Work is performed indoors, sitting at a desk or table, with intermittent standing, walking, or stooping; lifting objects (up to 50 pounds); operating a motor vehicle.

Tools and/or Equipment Used!: Normal office equipment (computer, printer, calculator, copier, telephone, pager, Voicemail, fax machine, etc.).

Contacts: Public and internal contacts are requirement of the job. i i

Confidential Information: Regular use of confidential information.

Mental Effort: Moderate to Heavy.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain valid drivers license.

Certification Requirements: None .

Minimum Education, Training, and Experience Requirements: Bachelors degree in information systems or related field and a minimum of two years responsible experience in a multi-user operating system; or any equivalent combination of training and experience that provides the desired knowledge, skills and abilities.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description